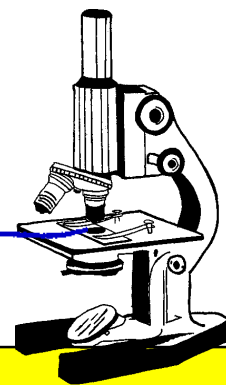


**A CURRENT  
EDUCATIONAL  
BULLETIN FOR  
SUBMITTING LAW  
ENFORCEMENT  
AGENCIES**

*A Closer Examination From The Benchtop...*

# UNDER<sup>the</sup>SCOPE



**MISSOURI STATE HIGHWAY PATROL • CRIME LABORATORY DIVISION**

**PHONE: 573-526-6134  
FAX: 573-751-9922**



IF YOUR AGENCY IS ADDING ITEMS TO A CASE, PLEASE LET THE CLERICAL STAFF KNOW WHEN YOU SUBMIT THE ITEMS AT THE LABORATORY FRONT COUNTER.

AUG. 28, 2001, A NEW LAW BECAME EFFECTIVE MAKING SMOKING OR POSSESSING TOBACCO ILLEGAL FOR THOSE UNDER 18. THE LABORATORY WILL NOT ANALYZE ANY ITEMS FOR TOBACCO.

THE HERAEUS KULZER CORPORATION NO LONGER SELLS DIE KEEN CASTING MATERIAL TO LAW ENFORCEMENT AGENCIES OR CRIME LABS. FOR YOUR CONVENIENCE, WE HAVE LOCATED ANOTHER VENDOR FOR DIE KEEN. CONTACT JOHN DUCATO WITH DARBY (DENTAL SUPPLY WAREHOUSE) AT 800-343-3445, EXT. 3019. THE PART NUMBER IS 849047.



**OCTOBER, 2001  
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## Proper Packaging of Evidence

The high quality of forensic science services the Missouri State Highway Patrol Crime Laboratory can provide for your agency begins with you. After evidence collection at a crime scene, the first step in the chain of custody scheme is proper preservation and packaging of the evidence to be submitted for analysis.

The employees of the crime lab wish to reinforce how crucial proper packaging and submission of evidence are to the chain of custody. The MSHP Crime Lab is an internationally accredited agency, and, therefore, mandated to perform certain tasks within specific guidelines. One such task is how we list evidence and check the condition of the seal when we receive it. Therefore, we ask that your agency adhere to the following guidelines when submitting evidence.

### EVIDENCE SEAL

The individual securing the evidence must seal all packages properly and place his/her initials, badge number, or identifying mark across the seal.

Three criteria must be met to constitute a proper seal:

1. The container must be closed to protect the contents from loss, cross transfer, contamination, or degradation.
2. Entry into the container must result in obvious damage and/or alteration to the container or its seal.
3. The initials, badge number, or identifying mark of the person responsible for the container's contents authenticate the seal.

### DO NOT REPACKAGE EVIDENCE

All previously submitted evidence should be resubmitted in the original package (container) in which it was earlier submitted.

### PACKAGE NEW EVIDENCE SEPARATELY

Any additional evidence being submitted should be placed in a new evidence package. Do not mix new evidence with resubmitted evidence, even if both are being simultaneously submitted.

### EVIDENCE SENT BY MAIL

Quite frequently, several different cases from a single agency are mailed together in a single mailing envelope or box. Problems arise when the individual cases within the convenience container are not each properly sealed (only the outer mailing container itself is sealed). Since the individual cases may be distributed to various sections within the lab, analysis time for each will differ considerably; consequently, the evidence is ready for return to the submitting agency at different times. Often, only one of the cases can be returned in the original container, thus creating potential chain of custody problems for the remaining cases.

If you submit several cases at the same time through the mail, please make sure that each case is properly sealed in its own container. When each case has its own sealed packaging, there is no need to return the case to its original mailing container. Each case container, having been individually secured, protects the integrity of the evidence. As long as you refer to the following guidelines, submitting cases through the mail can be a convenient and efficient form of evidence submission.

1. Group mail submission of cases should only be made when it is not possible to submit evidence directly to the lab in person.
2. Evidence from each separate case should be individually packaged and sealed, with the initials, badge number, or identifying mark of the sealer placed across the seal.
3. A detailed Laboratory Analysis Request form (SHP-411) or your agency's own analysis request form should accompany each individual case.

Your cooperation not only helps us to ensure proper chain of custody to meet our accreditation standards, but also helps us to serve you better. If at any time you have questions regarding the packaging or submission of evidence, please do not hesitate to contact the lab.